

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Human Resources	Application Number
June 8, 1977	Division of Mental Health & Mental	77-143 - 77-153
Application Number	Retardation - Institutions	Dete Received Date Completed
DHR-151	47 Trinity Avenue, S. W. Atlanta, Georgia 30334	JUN 1 1 19777 JUN 2 2 1977
2. Person to Contact	Working Title	Telephone Number
Charles Braden	Chief - Support Serv	- · · · · · · · · · · · · · · · · · · ·
3. Action Requested		
_	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated.	
c. Amend Application		le: 🗆 Void
4. Detes of Series	5. Records Series Title (followed by title used in office; if dit	
Earliest Latest		
1972 to present	INSTITUTION FOOD SERVICE FILES	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
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	lation, and other developmental disabilitie	
	earch. This Division is also concerned wit	
the administration of	f State mental hospitals; and rehabilitati	on and retardation centers
state-wide.	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
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· ==		a. Is this the official copy of the series?					
		If not, where is it?					
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
		c. Is this a vital record?					
		d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? f. Is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?					
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DHR - Division of Mental Health and
Mental Retardation - Institutions

Appl.

Description

77-143

FOOD SERVICE REPORTING FILES Documents reflecting essential
financial and operating data
pertinent to hospital feeding
and food operations. Included
are: daily records of hospital
food service operations; reports;
and similar or related papers.
The file is arranged by date.

77-144

HOSPITAL/INSTITUTION MASTER MENU FILES - Documents related to the planning of nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar or related papers. The file is arranged by date.

77-145

HOSPITAL/INSTITUTION FOOD ACCOUNT-ING FILES - Documents reflecting meals served and other foods served each day. Included are food source data worksheets, records of meals served, food records, and similar or related papers. The file is arranged by date.

77-146

HOSPITAL/INSTITUTION FOOD SUPPLY FILES - Documents relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are: food receipt and consumption records; inventories of food on hand; requisitions and invoices for food obtained from the commissary; kitchen requisitions; and similar or related papers. The file is arranged by date.

Disposition

Cut off file at end of each fiscal year; then,

Office performing hospital-wide staff responsibility

hold 5 years; then destroy.

Other offices

hold 2 years; then destroy.

Cut off file monthly; hold 1 year; then destroy.

Cut off file monthly; then,

Food Source Data Worksheet

hold 3 months; then destroy.

All other papers

hold 1 year; then destroy.

Cut off file monthly; hold 1 year; then destroy.

DHR - Division of Mental Health and Mental Retardation - Institutions

Appl. No.

Description

Disposition

77-147

INDIVIDUAL PATIENT/CLIENT DIET FILES - Documents pertaining to dietary requirements of individual patients. Included are dietary history records, and similar or related papers. The file is arranged alphabetically by name of patient.

Destroy when patient is released from the hospital.

77-148 DIET THERAPY FILES - Documents used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; nourishment and forced

rosters; nourishment and forced fluid rosters; food distribution charts; and similar or related papers. The file is arranged al-

phabetically by name of patient.

Cut off file monthly; hold 3 months; then destroy.

77-149

MODIFIED DIET STATISTICS FILES Documents reflecting the number
of diets served by category each
day. Included are modified diet
records and similar or related
papers. The file is arranged by
date.

Cut off file monthly; hold 1 year; then destroy.

77-150

HOSPITAL/INSTITUTION FOOD PRODUC-TION FILES - Documents relating to processing meat and preparing items of food. Included are: cook's worksheets; meat processing records; and similar or related papers. The file is arranged by date.

Cut off file monthly; hold 3 months; then destroy.

77-151

RECIPE CARD FILES - Documents reflecting standardized recipes for food preparation. Included are recipe cards and related papers.

The file is arranged alphabeti-

cally by category.

Destroy when superseded, obsolete, or no longer needed for reference.

DHR - Division of Mental Health and Mental Retardation

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Description

77-152

USDA FOOD DISTRIBUTION FILES: -Documents reflecting the receipt, disposal, and inventory of commodities. Included are: Form GA SFA-4A, Form 116, May, 1976 (Inventory-U.S.D.A. Foods) which shows School Name and System; Manager's signature; Month and Year; maximum and minimum inventory levels; classification and food item; quantity on hand by shipping unit and broken unit; unit cost and total cost; and receipt and disbursements of funds arising from operations of the distribution program. THIS SHALL INCLUDE ALL RECORDS (AND COOK'S WORKSHEETS) WHICH PERTAIN TO SURPLUS COMMODITIES). The file is arranged by date.

77-153

NATIONAL SCHOOL LUNCH PROGRAM FILES - Documents relating to State Institutions participating in the FNS School Lunch Program. Included are unnumbered form: Free and Reduced Meal Application, which shows pertinent information about the family (name and address of parents, names and grades of children for whom application is made, total number in family living at home, total family income before deductions, specific family hardship and estimated dollar value) signature of adult family member; approval information, and signature of approving official; Child Nutrition Programs Resident and Day Patient Census, which shows by day Resident Patient, Day Patient, and Totals; Child Nutrition Programs Monthly Report, which shows Meal Census Data by Program (lunch, breakfast, extra milk), whether

Disposition

Cut off file at end of each Federal fiscal year; hold 3 years; then destroy.

Cut off file as follows:

Institution Nutrition Services Section

Cut off file quarterly; hold in current files area 3 years and 3 months; then destroy.

Institution Accounting Office

Cut off file at end of each Federal fiscal year; hold in current files area 3 years; transfer to local holding area; hold 2 years; or until the resolution of all audit questions; then destroy.

Printout - Stock Status Report
Cut off file quarterly;
hold in current files area
1 year; then destroy.

DHR - Division of Mental Health and Mental Retardation

Appl.

Description

Disposition

paid, free, reduced, total, number without milk; Inventory and Cost of Food Used by category (USDA Food, Milk, all other foods); Milk Usage and Cost Information (total ½ pints purchased, total ½ pints issued, average cost per pint of milk); Amount charged per Meal/or serving to paying customers (lunch, breakfast, milk only per serving); Certification (that report is true and correct); signature of Superintendent/Food Service Director, and date; Child Nutrition Programs Monthly Report (page 2 - supplemental data) shows name of institution, month, year, total number of meals served this month to eligible participated, to staff, to visitors/others, and total, payroll and other cost data (to be completed by RYDCs only) Personal services Cost, other non-food supplies chargeable to Food Service this month, and total; School Lunch Program Daily Record shows School, month, year, manager, meal count shows days of month, number of breakfasts served pupils with milk, paid, free, reduced price, total with milk, total adult breakfasts, bread, protein rich food, cereal, fruit or pure fruit juice, other foods, food cost per breakfast, total food cost; and End of Month Food Report shows unit listing of food items, opening inventory, purchased, total, closing inventory, used, month and year of report and totals for previous month and present month.

DHR - Division of Mental Health and Mental Retardation

App1.

Description

Disposition

Also included are: Form GA SFS-4A, Form 116, May 1976 (Inventory-U.S.D.A. Foods) which shows School Name and System, month, year, manager's signature, maximum and minimum inventory levels, classification and food item, quantity on hand by shipping unit and broken unit, unit cost, and total cost; Menu Report shows Agreement No., month, school, system, manager, for which grade (K through 12), date, total lunches served, 2 pints of milk served (whole, flavored, skim), Meat or meat alternate, amount served, Vegetable or fruit, amount served, bread item, amount served, and additional food item; printout (Stock Status Report) shows food item by location, in stock (minimum/ maximum), orders outstanding (req./qty./ date), last receipt (date/req/qty/cost), last order (date/req/last qtr), usage (last qtr/cost); Breakfast Menu Planning and Costing Form shows daily (Monday - Friday) breakfast by food category, total cost, labor, other expense, total breakfats cost, total number of breakfasts served, cost per breakfast; and High School Weekly Menu Planning Form for Multiple Menus shows menus (filled in), day of week estimated number to be served, actual number served, no. 2 pints milk ordered and served, amounts prepared of meat or meat alternate, vitamin C and vitamin A foods, other fruits and vegetables, bread, and other foods to meet energy requirements. The file is arranged by date.